

ESH100 Printed Materials and Printed Test

ESH100 is required for on-site employees, off-site Sandia-directed contractors, and other contractors and consultants if they are on-site, required by their contract, or assigned by the manager. This training requirement is autoloaded for employees and on-site staff augmentation contractors. Completion of ESH100 is not normally required for off-site contractors who:

- Only work in their own (or their company's) off-site office;
- Visit Sandia only to participate in periodic administrative activities (e.g., routine meetings with Sandia customers), and such visits are made while under escort by appropriately trained Sandia personnel; and
- Do not engage in activities at SNL that could impact personnel safety and health.

The printed pdf version of ESH100 is available for people listed above who cannot access the online version of this course. To get credit for completing ESH100 using the printed pdf version, you must complete the following two requirements:

- Complete the eight questions in the questionnaire below. **Your test will be returned ungraded if any of the questions are left blank.**
- Get at least 80% correct answers on the test.

ESH 100 Questionnaire

1. Your Name:	2. Your Phone Number:
3. Your Email :	4. Your Organization or Employer:
5. Sandia Training Coordinator providing the printed ESH100 material and test for you:	
Name _____ Organization _____ Phone _____	
6. Are you a (check appropriate category):	
<input type="checkbox"/> Contractor (on-site) <input type="checkbox"/> Contractor (off-site) <input type="checkbox"/> Post Doc <input type="checkbox"/> Visitor (on site for more than a day) <input type="checkbox"/> Foreign National <input type="checkbox"/> Other (please explain)	
7. Who is your primary contact at Sandia?	
Name:	Phone Number:
8. Why are you requesting the printed pdf version of ESH100 instead of taking the online version?	
Sandia computers are not available to me because:	
<input type="checkbox"/> I'm not allowed access to Sandia computers on the Sandia Restricted Network (SRN) <input type="checkbox"/> I'm at an offsite location that does not permit access to the Sandia Restricted Network <input type="checkbox"/> Other Reason (please explain)	

RETURN YOUR COMPLETED QUESTIONNAIRE AND TEST TO: Christine Chavez, MS0653, FAX 505-844-2748

- 1. You have the authority and obligation to:**
 - a. refrain from participating in operations that are unsafe
 - b. question, suspend and report operations you believe to be unsafe, noncompliant, or damaging to the environment.
 - c. do both of the above
 - d. do only “b” above
- 2. You are responsible for:**
 - a. knowing and understanding the scope and hazards of your work
 - b. following all safety procedures associated with the work
 - c. Both a and b above
 - d. Only b above
- 3. Which of these lists the five steps of the Integrated Safety Management System in the proper order?**
 - a. Scope work; analyze hazards; control hazards, perform work; provide feedback
 - b. Perform work; analyze hazards; control hazards; plan work; provide feedback
 - c. Analyze hazards; control hazards; plan work; conduct meetings; complete work
 - d. Conduct meetings; scope work; provide feedback; analyze hazards; perform work
- 4. Work Planning & Control (WP&C) is a process that aligns with the Integrated Laboratory Management System (ILMS) work processes that provides work support of Sandia missions.**
 - a. True
 - b. False
- 5. Your primary ES&H responsibility for scoping work is to:**
 - a. Scope work to be sure it is within the budget set aside for the work
 - b. Scope work within the first week of starting it to record work schedules
 - c. Scope work before initiating any work activity/task to integrate ES&H into it
 - d. Scope work on a quarterly basis to be efficient in my time charging to the project
- 6. Your primary ES&H responsibility for controlling hazards is to:**
 - a. Know how important the associated work is to your manager and customer
 - b. Know all the hazards associated with the work and their appropriate controls
 - c. Know where all the lockout/tagout devices and control logs are located
 - d. Know who originated the list of hazards and where the hazard list is stored
- 7. Your primary ES&H responsibility for performing work is to:**
 - a. Ensure you do not work through your lunch period to catch up
 - b. Ensure you have posted the work to your timesheet correctly
 - c. Ensure you have read all required documentation for the work
 - d. Ensure you follow safe work practices throughout the work
- 8. Your primary ES&H responsibility for providing feedback and improvement regarding the work you perform is to:**
 - a. None of these
 - b. Both c and d below
 - c. Participate in post-job reviews and self-assessment activities/tasks
 - d. Routinely inspect your own workplace for unsafe/unhealthy conditions

- 9. You are the first person to come upon the scene of a medical emergency. What are the things you should you do?**
- Assess the situation and call in the emergency
 - Guide emergency responders to the injured person
 - If smoke or fire is present, pull the nearest fire alarm
 - All of the above
- 10. If an active shooter is in your vicinity, you should evacuate if there is an accessible escape path, hide out if evacuation is not possible, or take action against the shooter as a last resort.**
- True
 - False
- 11. What are the primary emergency protective actions you might experience at Sandia?**
- All of the below
 - Shelter in Place
 - Evacuate
 - Hide Out
- 12. If you find or encounter an unknown item or package that looks suspicious, you should:**
- NOT** pick it up or move it
 - Warn people in the near vicinity to stay away
 - Move to a safe distance and call the non-emergency number
 - All of the above
- 13. Continuity of operations (COOP) incidents are major incidents directly impacting Sandia operations. Who notifies you if you are in a mission critical position that may require you to respond to a COOP alert?**
- My ES&H Coordinator
 - My manager
 - Human Resources
 - TEDS Everyone
- 14. Which statement below is true?**
- Smoke from fires is never toxic and never causes fire-related deaths.
 - You should call 911 only if you cannot put out the fire yourself.
 - Before attempting to fight a fire, you or a co-worker should call 911.
 - Only call 911 if you cannot put out the fire by yourself
- 15. Never fight a fire if:**
- The fire is in a confined space
 - It will jeopardize your personal safety
 - It has spread to surrounding furnishings
 - Any of the above
- 16. Which of the following describes the “P.A.S.S.” process steps for fire extinguisher use?**
- Pull, Aim, Squeeze, Sweep
 - Pressurize, Arm, Squirt, Sweep
 - Prioritize, Angle, Squeeze, Squirt
 - Pull, Arm, Sweep, Squeeze
- 17. Your electrical safety responsibilities at Sandia include:**

- a. Knowing potential electrical hazards and safety practices in your work area
- b. Never using any electrical device with a frayed or altered cord
- c. Both of the above
- d. None of the above

18. Your Lockout/Tagout responsibilities include:

- a. Not tampering with or removing a lock or tag unless you are authorized
- b. Not attempting to start or operate locked- or tagged-out equipment
- c. Contacting the lock/tag owner, supervisor, or ES&H coordinator if access to locked out equipment is needed
- d. All of the above

19. Your environmental management responsibilities include:

- a. Knowing and understanding Sandia's ES&H Policies and complying with Sandia's environmental management policies and procedures
- b. Plan and perform your work in compliance with Sandia's environmental protection policies
- c. Both of the above
- d. None of the above

20. In order to ensure your safety, the safety of others, and the protection of the environment, it is important to have a clear understanding of ES&H authorities and responsibilities before beginning work.

- a. TRUE
- b. FALSE

The ES&H management team is continually striving to improve safety and safe behaviors at Sandia. If you have anything you would like to suggest to improve safety at Sandia, including alerting us to near misses or situations in which significant injury or other consequence was narrowly averted, please send your comments to [Al Bendure](#) or [Heidi Herrera](#). This team reads every feedback comment and will respond if requested.